

Wellbeing Safety Representatives Meeting Minutes

Tuesday 10th February 2026 | 11am-12pm

Location: Mt Albert

Meeting Room: B110-2019 Boardroom

PRESENT

Bruce Hillard (Chair)	Jo Adlam	Geraldine Sidhu	Sue Tulett
Stephen Brebner	Jo Schwenke	Michael Craven	Mandy Leeson
Sandra Potier			

APOLOGIES

Chloe Fuiono	Ryan Tongapuna	Samuel Kwong	Daying Wen
Keyu Qu	Saleshni Nand	Sue Wallbank	Camelia Pirika Albert
Beeming	Blair Sorensen	Mun Naqvi	Glenna Taulilo-Makaea
Lee-Anne Turton			

NOTETAKER

Inger Andersen

MATTERS ARISING FROM PREVIOUS MINUTES – 10 February 2026

Discussion: No matters outstanding. Actions have been logged or followed up as requested.

UPDATES FROM WS

Jo – Wellbeing and Safety Director

- *Emergency Contact Details* – Staff are asked to update their contact details and next of kin information in PeopleSoft Self Service. Communications will be sent out shortly as a reminder. Staff should also remind students to update their contact and emergency details in the student portal.
- *Wellbeing and Safety Page*: The Wellbeing and Safety team page on Te Aka/The Nest has been updated with photos and contact details for the team. Portfolio information will be updated shortly.
- *Wellbeing and Safety Representative*: Diane Tamati has stepped down from her role as a Wellbeing and Safety Representative. We acknowledge and thank Diane for her support and contribution.

Bruce – Wellbeing and Safety Advisor

- *Building 180* – A crane will be operating on Thursday this week to move air conditioning units. Work will happen in the alleyway between 183 and 180, and the area will be blocked off and controlled for safety.
- *Mahuika/Fire Box Project* – should be completed in next few weeks.
- *Ramp (back of 108)* – now a 2-way ramp. Traffic is reduced as you can no longer access the Spine Road and additional car parking is available in the southwest corner. Updated road marking and reduced speed signage (15km/h) is now in place.
- *Parents Room* – Discussion on availability of a parent's/mother's rooms on campus. At Mt Albert the room is in B112-3019, users can collect a key from the AskMe desk. A fridge, chairs and table, change table, etc in place. Signage on the door reads 'Mother's Room' this will be updated shortly to show 'Parents Room.'
 - Mt Albert - B112-3019
 - Waitākere - 510-2032

Inger – Wellbeing and Safety Senior Coordinator

- *Flu Vaccine's* – details and links to follow on Te Aka.
 - Mt Albert – 30 March & 29 April
 - Waitākere – 30 March
- *Blood Drive* – Otara MIT Ōtara and Manukau campuses – 17 & 25 March. Click here for more information: [Donate blood at MIT Ōtara and Manukau campuses – 17 & 25 March – Te Aka](#)

UDATES FROM REPS

Sandra – Architecture

- *Building 48* – Security access issues resolved after some staff were locked in last week.
- *Gate 3 Signage* – lighting of the sign was raised and discussed (previously raised last year). This sign is no longer on Unitec owned land. The signage no longer has power to it following the HUD development changes. The signage is likely to move with the Auckland Transport Road widening project which is due to start in mid to late 2026.

[ACTION: request to see if reflective strips to be added to the sign to light up the number for nighttime access.](#)

Mandy – Social Practice (Waitākere)

- *Waitākere campus lift*- final inspection on Wednesday.
- *Building 500* – Fire Evacuation Drill is on 10 March.

- *Air Conditioning issues* – logging jobs with FM.
- *Moving furniture issues*- have contacted FM on multiple occasions to get help. Discussion about the vacancy in the team, work is being prioritised until this role is backfilled.

ACTION: WS team raise with FM at the regular catch up on Wednesday morning.

Sue- Community Studies, B115 Mt Albert and B500 Waitākere

- *Waitākere Campus* - FM job logged for furniture relocation. WS requested please send bullet points so the team so can follow up. Action to be included in the above WS follow up with FM.
- *Disability Access:* The ground floor of Building 115 has been identified as not easily accessible for a staff member using a mobility scooter. The exit doors are difficult and heavy to operate while using the scooter. A hook has been installed on the outside doors to assist with access. A request has been made to install automatic double door automatic openings.

ACTION: WS team to follow up with FM.

Stephen – Library

- *Disability Access - 110 Level 2:* Staff member collapsed last week, may require wheelchair access upon return. Working through the best options for the person.

Joanne – Student Success

- *Disability Access – Building 180* - Temporary disability parking can be requested for Mt Albert campus carparking, by contacting carparking@unitec.ac.nz with a medical certificate/letter explaining the need and period for disability parking.

Michael – Creative Industries

- *Outside Sink – Building 180:* There are issues with the sink at the far end of Building 180 being used for cleaning paint brushes, creating environmental and aesthetic concerns. Students will be notified, and a better solution needs to be found. Consider including guidance in student induction or posting information on a Moodle page.
- *Air conditioning*- panels keep reverting to original setting after 1 hour. Job logged with FM.

Geraldine – Waitākare Library (online)

- No issues.

Saleshni- Healthcare, Waitākere (apologies)

- All going well. Nothing to report.

Meeting concluded at 1.40pm